

Wisconsin Department of Safety and Professional Services

Safety and Health Information for Public Sector Employees

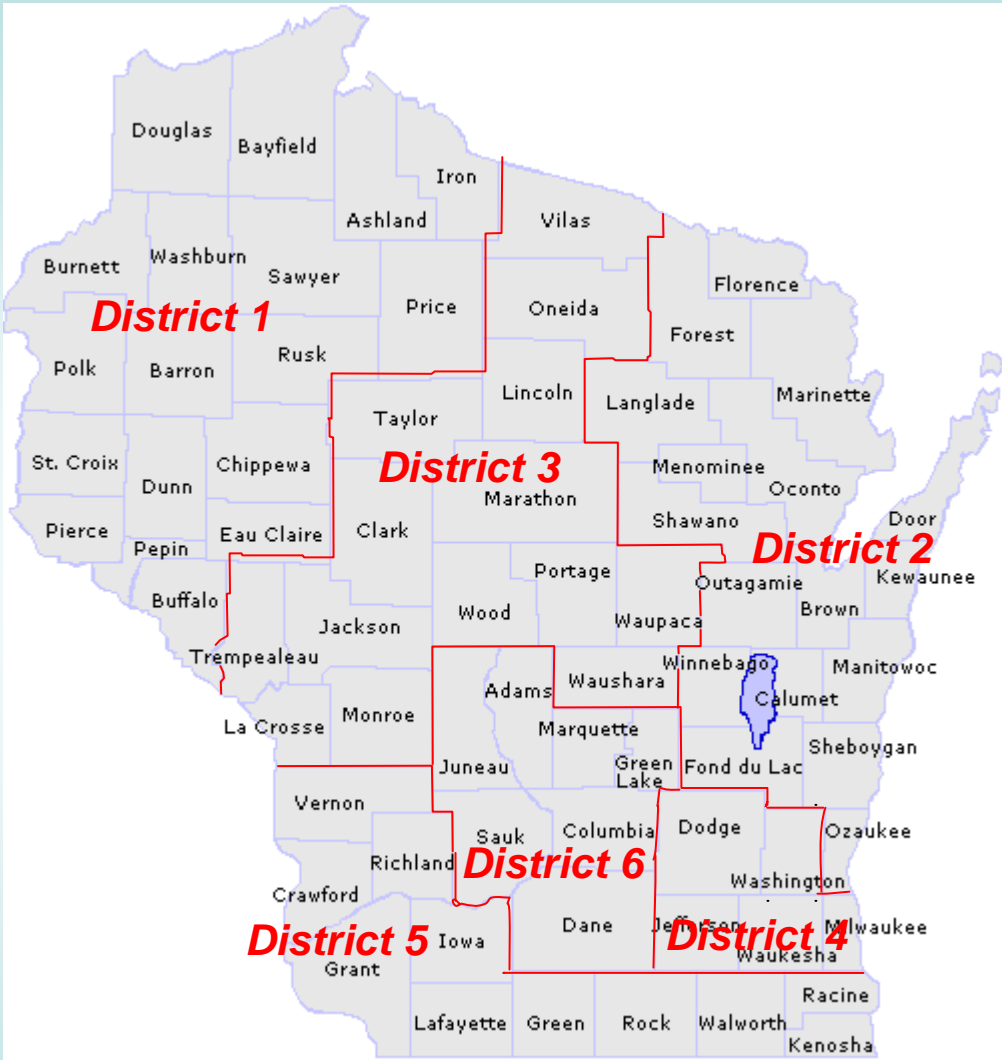
***Hyperlinks to SPS 332 are available throughout the presentation.
Click on the underlined portions to be directed to code sections.**

Overview

- Contacts/Inspectors
- SPS 332 Public Sector Employee Safety
- Required Programs and Training
- Other Codes Enforced

District #, Inspector Name, Phone, & Email

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Industrial Hygienist—Ann Jurkowski
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Purpose, Scope, and Application

Establishes minimum occupational safety and health standards for public employees

Applies to all places of employment and public buildings of a public employer

Injury and Illness Reporting & Log

Report work-related injuries and illnesses to the Department for the previous year by March 1 of the following year.

(Use Form SBD-10710 or OSHA equivalent)

This form must be sent in annually even if there are no injuries to report.



Summary of Work-Related Injuries and Illnesses

Year _____

Per SPS 332.10, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the log. If you had no cases, write "0". Please Print all answers.

Number of Cases

Total number of deaths:	Total number of cases with days away from work:	Total number of cases with job transfer or restriction:	Total number of other recordable cases:
_____	_____	_____	_____

Number of Days

Total number of days of job transfer or restriction:	Total number of days away from work:
_____	_____

Injury and Illness Types

Total number of:	(1) Injuries _____	(4) Poisonings _____
	(2) Skin disorders _____	(5) Hearing losses _____
	(3) Respiratory conditions _____	(6) All other illnesses _____

Establishment Information

Establishment name: _____

FEIN number: _____

Street address: _____

Mailing address (if different than street address): _____

City: _____

State: _____ Zip: _____

County: _____

Employment Information

Annual average number of employees: _____

Total hours worked by employees last year: _____

Contact Information

Employer contact name: _____

Title: _____

Telephone number: _____

Date: _____

Work e-mail address: _____

Return this summary by March 1 of each calendar year to: Safety and Buildings Division at the address above
or email DpsSbHealthandSafetyTech@wi.gov or fax to 608-283-7419

Workers Comp

- Public Sector Safety Inspectors and Industrial Hygienists inspect workplace injuries & fatalities for the Department of Workforce Development.
- Investigation of an accident at a Public Sector Employer may result in orders to correct.
- An Investigation may or may not be limited to the accident site.
- A safety and health violation may increase amount paid to employees.

Codes Enforced

OSHA

Wisconsin SPS Codes

Amendments to OSHA Standards

Safety Programs

(if applicable)

- Safety and Health (332.11)
- Emergency Procedures/Responses (1910.38)
- Fire Prevention (1910.39)
- Hearing Conservation (1910.95)
- Personal Protective Equipment (PPE) (1910.132)
- Respiratory Protection (1910.134)
- Confined Space Entry (1910.146)
- Lock Out/Tag Out (1910.147)
- Bloodborne Pathogens (1910.1030)
- Hazard Communications (1910.1200)
- Fall Protection (1926.503)

Safety and Health Program

Develop and implement a safety and health program that describes the procedures, methods, processes, and practices used to manage workplace safety and health.

Designate an employee who the department can contact regarding the safety and health program.

Emergency Response and Procedures

- Procedures for reporting a fire or other emergency;
- Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after evacuation;
- Procedures to be followed by employees performing rescue or medical duties; and
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

Emergency Response to Hazardous Materials

Employees who are engaged in responding to hazardous emergency situations that may expose them to hazardous substances shall be trained in how to respond to such expected emergencies.

Training for emergency response employees shall be completed before they are called upon to perform in real emergencies. Such training shall include the elements of the emergency response plan, standard operating procedures the employer has established for the job, the personal protective equipment to be worn and procedures for handling emergency incidents.

Fire Prevention

- A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
- Procedures to control accumulations of flammable and combustible waste materials;
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;
- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and
- The name or job title of employees responsible for the control of fuel source hazards.

Fire Prevention is key



Fire Extinguisher Training



If an employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide training to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

Hearing Conservation

The employer shall administer a continuing, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent.



Personal Protective Equipment

The employer shall assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment. If such hazards are present or likely to be present, the employer shall:

- Have employees use the PPE that will protect them from the identified hazard.
- Communicate selection decisions to each affected employee.

- Select PPE that properly fits each affected employee.
- Verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the dates of the hazard assessment; and which identifies the document as a certification of hazard assessment.

- Provide training for employees who are required to use PPE. The training will include;
 1. When PPE is necessary
 2. What PPE is necessary
 3. How to properly use PPE
 4. The limitations of the PPE
 5. The proper care, maintenance, useful life and disposal of the PPE.

- Verify that each affected employee has received and understood the required training. This shall be done through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

Respiratory Protection

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures.



- Procedures for selecting respirators for use in the workplace;
- Medical evaluations of employees required to use respirators;
- Fit testing procedures for tight-fitting respirators;
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;

- Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;
- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
- Procedures for regularly evaluating the effectiveness of the program.

Confined Spaces

Evaluate the workplace to determine if any spaces are permit required confined spaces.

A permit required confined space:

- Contains or has a potential to contain hazardous atmosphere
- Contains material that has the potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section
- Contains any other recognized serious safety or health hazard

Some examples of permit required confined spaces are: underground vaults, tanks, storage bins, pits and diked areas, vessels, silos and other similar areas.

If employees are not permitted to enter permit spaces, effective measures shall be taken to prevent employees from entering permit spaces.

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written confined space (permit) program

Rescue and Emergency Services

- Ability to respond to a rescue summons in a timely manner, considering the hazard
- Equipped for and proficient in performing the needed rescue services



Confined Space Training

- Have access to permit spaces from which rescue may be necessary to develop plans and practice rescue operations
- Complete training required to establish proficiency as an authorized entrant
- Practice permit space rescues at least once every 12 months
- Use dummies, manikins, or actual persons from the actual permit spaces or similar permit spaces
- Hold certifications in CPR/First Aid

A confined space with an atmosphere which has a combustible gas content of 10% or more of the lower explosive limit shall not be entered even if a breathing apparatus or respirator is used

Smoking and open flames shall not be allowed within 10 feet of a confined space

Lock Out / Tag Out

-Establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source, and rendered inoperative.



- Conduct a periodic inspection of all the energy control procedures at least annually
- Provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

Bloodborne Pathogens

Each employer who has an employee(s) with occupational exposure shall prepare an exposure determination. This exposure determination shall contain the following:

- A list of all job classifications in which all employees in those job classifications have occupational exposure;
- A list of job classifications in which some employees have occupational exposure, and
- A list of all tasks and procedures of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of paragraph (c)(2)(i)(B) of this standard.

BBP Training

- Annual training for all employees shall be provided within one year of their previous training.
- The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.
- Training records shall include the following information
 - a) The dates of the training sessions;
 - b) The contents or a summary of the training sessions;
 - c) The names and qualifications of persons conducting the training; and
 - d) The names and job titles of all persons attending the training sessions.

Hazard Communication

Employers shall develop, implement, and maintain at the workplace, a written hazard communication program for their workplaces which at least describes how labels and other forms of warning, material safety data sheets, and employees information and training will be met.

HazCom Training

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets.

Fall Protection

Provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.

Provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways, and shall train each employee in the procedures to be followed to minimize these hazards

Just don't do it.

The person
on the
elevated
work
platform
needs to be
able to
control the
work
platform.



Ladder Safety

Remember the
“Belt Buckle”
rule of thumb.

Your belt buckle
should never
extend over
the railings or
top of a ladder



Ladders



- Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

Other Codes Enforced

- Medical Services
- Machine Guarding
- Commercial Driving Operations
- Excavations
- Exposure to Traffic
- Storage of Flammable / Combustible Liquids and Materials
- General Sanitary Conditions
- Walking and Working Surfaces & Housekeeping

Medical Services and First Aid

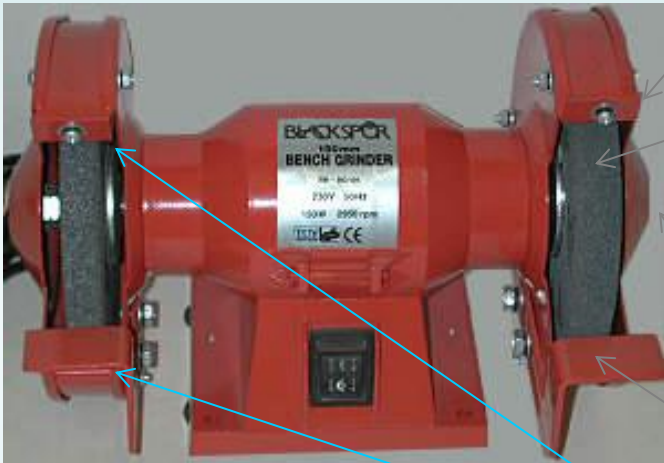
Whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.



Machine Guarding

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.

Grinders



- Tongue guard

- Uniformity of surface

- Flange Covers

- Workrest

- Maximum Angular Exposure

- Ring Test new wheels



T/G 1/4" W/R 1/8" M.A.E. 150 degrees

Power Tools



- **First general rule: use a tool for its intended purpose.**
- **Second general rule: never modify a tool to bypass a safety device.**

Note: Employer is responsible for the condition of all tools used by employees, including those provided by the employee.

Electrical Cords



Common problems

- damaged cord
- multiplugging
- no overcurrent protection
- worn covers
- missing grounds
- running through holes in walls, floors, across suspended ceilings.



Trouble Lights

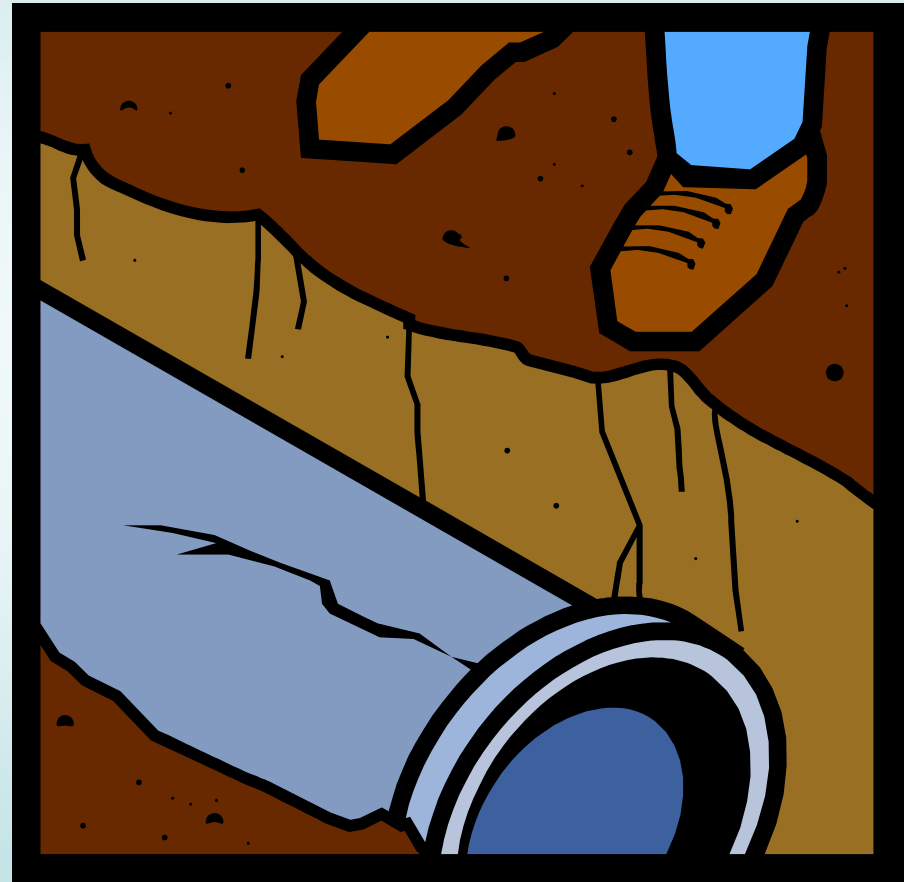


- **Non-sparking construction.**
- **May not have included electrical outlet.**
- **Must be grounded.**



Excavations

- Specific Excavation Requirements
- Competent person training
- Protective System Requirements



SPS 332.38(3) SOLITARY EMPLOYMENT. No person may work in any trench, shaft, tunnel, caisson or appurtenance over 4 feet in depth without another person being present at the surface.



SURVEYING MAPPING AND SAMPLING

Spray Finishing

- **Spraying shall not be conducted outside of predetermined spray areas.**
- **Spraying area is any area in which dangerous quantities of flammable vapors or mists, or combustible residues, dusts, or deposits are present due to the operation of spraying processes.**
- **Other standards may apply**
1910.134 Respiratory Protection and
1910.307 Electrical Safety



Look familiar ?



Housekeeping



All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.

Electric Panel Access:



- **Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.**

Exposure to Traffic

- Employees who work on highways, roads, streets, and their easements shall wear traffic safety vests or use clothing or equipment that provides protection.
- Traffic control devices to warn traffic and protect employees shall be placed and maintained in accordance with the Uniform Traffic Control Devices Manual.

Little known requirements



SPS 332.37(1)

Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done or when the vehicle is left unattended.

Unguarded Auger



Tailgate closed
auger guard raised



Properly guarded Auger



Tailgate closed,
Auger guard raised
And box raised

